

USAAC INFORMATION SYSTEM ACCESS REQUEST

(For use of this form see USAAC Reg 380-XX to be published)

PRIVACY ACT STATEMENT**AUTHORITY:** 5 USC 552a(e)(3)(A) and 40 USC 1441.**PRINCIPAL PURPOSE:** Used to identify, verify, and authorize automated information systems (AIS) users and assign user identification (ID) codes required to access USAAC host systems.**ROUTINE USES:** To assign user ID code(s) and add user ID for access to USAAC host system(s).**DISCLOSURE:** Voluntary; however, failure to furnish requested information will result in denial of user ID issuance and access to the USAAC host system.TYPE OF REQUEST ☐ INITIAL ☐ MODIFICATION ☐ DELETION**PART I (To be completed by User)****1. NAME**

a. Last b. First c. Middle d. Generation

2. SOCIAL SECURITY NUMBER 3. GRADE/RANK 4. PHONE (DSN or COMM) 5. OFFICE SYMBOL/DEPARTMENT 6. RSID

7. JOB TITLE/FUNCTION 8. AKA E-MAIL ADDRESS

9. COMMAND OR ORGANIZATION 10. BRIGADE OR DIRECTORATE 11. BATTALION OR DIVISION 12. COMPANY OR BRANCH

13. DATE OF BIRTH 14. PLACE OF BIRTH
a. CITY b. COUNTY c. STATE d. COUNTRY 15. US CITIZEN
☐ Yes ☐ No

I have read and understand the USAAC Information Systems Security Briefing for Users, Supervisors, and Managers of Automated Information Systems.

16. USER SIGNATURE 17. DATE

PART II (To be completed by User's Supervisor)18a. ACCESS REQUIRED ☐ USAAC-NET ☐ E-MAIL
☐ .MIL PORTAL ☐ PKI ☐ ARISS
☐ COGNOS ☐ CCIMS ☐ TSACS
☐ COML ISP ☐ HRAP ☐ UAN w/INTERNET
☐ OTHER: _____
☐ OTHER: _____

18b. IF ARISS ACCESS REQUIRED, INCLUDE APPLICANT TYPE, MODULE, AND MODULE ROLE AS LISTED IN BIGSUR.

APPLICANT TYPE:

☐ FAZR ROLE: _____
☐ LEADS ROLE: _____
☐ MPA ROLE: _____
☐ PER ROLE: _____19. ACCESS TO CLASSIFIED REQUIRED? ☐ NO ☐ YES
20. TYPE OF USER ☐ FUNCTIONAL ☐ APPLICATION DEVELOPER
☐ IAM/IASO ☐ OTHER: _____
☐ SYSTEM ADMIN ☐ OTHER: _____

21. JUSTIFICATION FOR ACCESS

VERIFICATION OF NEED TO KNOW

I certify that this user requires access as requested in the performance of his or her job function.

22a. SUPERVISOR NAME (Last, First, MI) 22b. PHONE NUMBER

22c. SIGNATURE OF SUPERVISOR 22d. DATE

PART III (To be completed by User's Security Manager)23. CLEARANCE LEVEL 24. TYPE OF INVESTIGATION 25. DATE OF INVESTIGATION 26. CHECK BOX IF NO RECORD OF INVESTIGATION ON FILE ☐

27a. SECURITY MANAGER'S NAME (Last, First, MI) 27b. PHONE NUMBER

27c. SECURITY MANAGER'S SIGNATURE 27d. DATE

1. NAME			2. SOCIAL SECURITY NUMBER
a. Last	b. First	c. Middle	
PART IV (To be completed by AIS Security Officer)			
28a. IAM/IASO (Last, First, MI)		28b. PHONE NUMBER (DSN or COMM)	
28c. IAM/IASO SIGNATURE		28d. DATE	
PART V (User ID Acknowledgment)			
29. I understand that I am responsible for the password(s) protection, will not divulge them to any unauthorized person, and will comply with the instructions provided me. I further understand that I should report to an appropriate information security officer any security problem I may encounter in the system's use or any misuse by other persons.			
a. Host AIS	b. User ID	c. User Signature (signifies having read paragraph 29 above)	d. Date
a. Host AIS	b. User ID	c. User Signature (signifies having read paragraph 29 above)	d. Date
a. Host AIS	b. User ID	c. User Signature (signifies having read paragraph 29 above)	d. Date
a. Host AIS	b. User ID	c. User Signature (signifies having read paragraph 29 above)	d. Date
a. Host AIS	b. User ID	c. User Signature (signifies having read paragraph 29 above)	d. Date
a. Host AIS	b. User ID	c. User Signature (signifies having read paragraph 29 above)	d. Date
a. Host AIS	b. User ID	c. User Signature (signifies having read paragraph 29 above)	d. Date
a. Host AIS	b. User ID	c. User Signature (signifies having read paragraph 29 above)	d. Date
a. Host AIS	b. User ID	c. User Signature (signifies having read paragraph 29 above)	d. Date
a. Host AIS	b. User ID	c. User Signature (signifies having read paragraph 29 above)	d. Date
30a. I acknowledge that I downloaded my token(s) and personally assigned its/their password(s) and that I have read and understand DD Form 2842 (Department of Defense (DOD) Public Key Infrastructure (PKI) Certificate of Acceptance and Acknowledgment of Responsibilities).			
30b. PKI DISKETTE SERIAL NUMBER	30c. USER SIGNATURE (Signifies having read paragraph 30a)		30d. DATE
31. REMARKS			